

NOTICE

There is a job vacancy with the **BAY COUNTY EXECUTIVE'S OFFICE**.

JOB TITLE:	Assistant Corporation Counsel
RATE OF PAY:	*\$59,430 per year entry, progressing to \$72,156 per year after 4 years (PN10)
	OR
	*\$65,986 per year entry, progressing to \$80,661 per year after 4 years (PN11)

*Rate of pay is depending on experience; full-time, non-represented position with benefits.

GENERAL SUMMARY: Under the general direction of the County Executive and supervision by Corporation Counsel, as provided by law, the Assistant Corporation Counsel performs all civil law functions and property acquisition services for Bay County. Position includes legal representation and legal defense of the County of Bay, its elected officials, employees and the Courts. May supervise clerical staff.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Serves as Risk Manager assuring liability insurance coverage and representing County directly or serving as liaison to specialized counsel for claims, legal defense, workers' compensation, retirement and disability issues.
2. Recommends and reviews legal positions and documents prior to County action or execution.
3. Conducts research and prepares legal opinions, consulting with Corporation Counsel where appropriate.
4. Provides legal and risk avoidance advice to elected officials and other employees.
5. Drafts and/or approves routine and complex policies, ordinances, contracts, leases and other legal documents.
6. Conveys property, arranges surveys, environmental, title and other necessary aspects and files tax foreclosure petitions.
7. Prepares and reviews leases for county properties.
8. Attends meetings of Commission and Bay County Employees' Retirement System.
9. Represents Bay County before various boards, commissions, committees and authorities and within the community.
10. Serves as Freedom of Information Act Coordinator.
11. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Other duties may be assigned at the sole discretion of supervision.

QUALIFICATIONS: Must possess a Juris Doctorate from an accredited college of law and be a member in good standing of the State Bar of Michigan. Must possess a working knowledge of municipal law. Must be computer literate. Applicants may be required to take written and/or other examinations.

Physical Requirements: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight: generally, 20 pounds of force infrequently. Valid operator's license required.

Application Procedure: Make application online at www.baycounty-mi.gov or in person/via U.S. Mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708, no later than **4:00 p.m. Monday, February 3, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, MARITAL STATUS, PHYSICAL OR MENTAL LIMITATION, FAMILIAL STATUS, SEXUAL ORIENTATION, OR GENDER IDENTITY/EXPRESSION."